

**COMMUNITY
DEVELOPMENT SPECIALIST**



DEPARTMENT:	Community Development
REPORTS TO:	Program Development Director
DIRECTLY SUPERVISES:	None
BARGAINING UNIT:	AFSCME Non-exempt Position
DATE APPROVED:	April 2007

SUMMARY:

The Community Development Specialist works under general supervision; administers programs for housing and building rehabilitation and development. This includes various stages of rehabilitation and application intake. The work involves marketing programs, meeting with residents and other partners in development to carryout programs for Winona residents. The person must be familiar with compliance and implementation of regulations for Federal, State and other housing and building programs. Employee in this position works with considerable independence, but all work is subject to review by the Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide technical support for the administration of community development programs.
- Propose potential programs in the areas of development, redevelopment and rehabilitation.
- Monitor, develop policies and procedures for owners and developers through programs such as grants, loans, low interest loan funds through HUD, MHFA and other Federal, State and Local Agencies and Non-profits.
- Meet with partners to market and enhance programs for first time homebuyers, building owners, and developers.
- Assists in the development of grant applications.
- Makes field inspections of commercial and residential buildings for purposes of developing work write-up and cost estimates.
- Application intake- meets with interested parties and provides application intake and verification of income and other program guidelines.
- Process, prepare and record mortgage and other loan related documents related to development and redevelopment
- Confers with contractors, builders and the general public in the field and office
- Keeps records and prepares notices and reports

Community Development Specialist

Page 2

- Attend specialized training and courses/seminars as approved
- Any other job related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Diploma required.
- A Bachelors degree in business or public administration or related field is desired.
- A valid Driver's License is required.
- General knowledge of computers-specifically with Microsoft programs
- A minimum of 3 years experience in housing, community development, or planning is required.

LANGUAGE SKILLS:

- Ability to prepare written and oral reports and presentations.
- Ability to mediate disputes
- Knowledge of spreadsheets, for real estate and rehabilitation
- Ability to prepare reports and correspondence.
- Ability to communicate with the general public.

MATHEMATICAL SKILLS:

- Ability to tabulate bids, prepare payment requests and compute project balances
- Ability to compute rates ratios and percentages.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License.
- Certification by the State of Minnesota in Lead Risk Assessment or Inspection is desired but not required.

MINIMUM REQUIREMENTS:

- High School Diploma required.
- A Bachelors degree in business or public administration or related field is desired.

Community Development Specialist

Page 3

- A valid Driver's License is required.
- General knowledge of computers-specifically word processing and spreadsheet software.
- A minimum of 3 years experience in housing, community development, or planning is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly talks or hears; frequently sits; occasionally stands, walks, uses hands to finger, handle, or feel, climbs or balances, stoops, kneels, crouches or crawls and reaches with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.